



Illinois Commercial Food Service Program Program Participation Guide



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Program Overview

The Illinois Commercial Foodservice Program (IL CFS Program, Program) offers eligible customers a discount at the time of sale to help offset the increased cost of efficient appliances. A sales performance incentive fund (SPIF) incentive is also provided to the Participating Supplier to promote the efficient option and handle all discount application paperwork.

During the purchase, Participating Suppliers issue a discount to eligible customers – including the discount to the utility customer directly as a credit on their invoice. Participating Suppliers then use an online portal to submit for discount reimbursement from the Program, along with a Sales Promotion Incentive Fund (SPIF) paid directly to the Participating Supplier to cover the administrative burden.

The authorized Program Implementor is Frontier Energy.

Program Requirements

Participating Supplier Eligibility

IL CFS Program Participating Suppliers (Supplier, Dealer, Participant) Participating Suppliers must complete, sign, and submit the IL CFS Participation Agreement provided by the Authorized Program Implementor. Participating Suppliers must be authorized to conduct business in Illinois and meet all requirements outlined in the Program Participation Agreement. Upon approval by an Authorized Program Implementor, the CFS Equipment dealer is considered an active IL CFS Program Participant and authorized to submit applications for IL CFS discount reimbursement.

Equipment Eligibility

The IL CFS Program provides incentives for new commercial food service equipment contained within the most recent version of the IL CFS Qualified Products List (QPL). The QPL contains all categories and qualifying models that are eligible for discounts under the IL CFS Program. The QPL is updated monthly, on or around the 15th day of the month. The current version of the QPL should always be consulted to determine questions of eligibility for the discount program, with the definitive version located on the IL CFS Program website. The most up-to-date version of the QPL can be obtained at <https://www.il-foodservicerebates.com/qualifying-equipment>. Questions on equipment eligibility may be directed to the program implementor at foodservice-il@frontierenergy.com.

Customer Eligibility

Commercial Food Service (CFS) Customers (Participating Customer, Customer) are eligible for discounts by purchasing eligible CFS equipment from a Participating Supplier. Utility customers must be located within the service territory of a participating utility (or utilities).¹ Locations eligible for discounts under this Program can be confirmed using the Customer Eligibility ZIP

¹ Eligibility may be subject to change without notice and is at the discretion of the Utilities and/or the Authorized Program Implementor.

Lookup Tool on the CFS program website at <https://www.il-foodservicerebates.com/check-customer-eligibility>.

Eligible customers must purchase and install program-qualified gas, electric, and dual-fuel equipment in the utility territories shown in Table 1 within 60 days of invoice from registered dealer.

Table 1. Utility Territories and Equipment Fuel Types

Utility Territory	Gas Equipment	Electric Equipment	Dual Fuel Equipment
Ameren Illinois Electric		X	X
Ameren Illinois Gas	X		X
ComEd		X	X
Nicor Gas	X		X
North Shore Gas	X		X
Peoples Gas	X		X

Additional customer eligibility requirements include:

- Eligible CFS equipment must be purchased from a Participating Supplier.
- Customer installation address(s) must have a commercial Utility account. ²
- Customers must not have opted out of a Participating Utility's energy efficiency program.
- The Customer agrees to program terms and conditions, including:
 - Providing feedback regarding the CFS Program's influence on their purchase decisions.
 - Providing the required information as required in the Application Submission section of this guide.
 - Upon request, comply with the Inspection of Completed Sales procedure outlined in this guide.
 - The Quality Assurance (QA), Quality Control (QC), and Compliance section of this guide provides additional details regarding CFS Program compliance.
 - Discount eligibility for an appliance is limited to one approved application submission. Additional discounts or incentives provided by a related program are subject to the terms and conditions of that Program, the discretion of the Utilities, and/or an authorized CFS IL program implementor.

Questions on customer eligibility may be directed to the program implementor at foodservice-il@frontierenergy.com.

Program Survey Participation

An annual survey is distributed to program participants to obtain feedback on the Program. The Program Implementor will administer the survey and use the results to gauge user sentiment

² Qualifying customer types may be publicly or privately owned, have commercial-scale kitchens, and may include, but are not limited to, restaurants, ghost kitchens, healthcare, and education.

and perceived effectiveness. In addition, the information will be used to inform and adjust the Program to better meet the needs and preferences of participants and end users.

Incentive Details

Incentive Amount

Customer discount and Sales Promotion Incentive Fund (SPIF) amounts are designated within each equipment category and are subject to change at the discretion of the Utilities and/or the Authorized Program Implementor. Customer discount amounts are listed on the publicly available version of the QPL on the program website. For dual fuel measures, if a ZIP code is eligible for only gas or only electric, the customer will receive the full discount and SPIF. Dealer SPIF amounts are listed in addition to the customer discount in a "dealer version" of the QPL. For the most recent version of the Dealer SPIF QPL, please contact the program implementor at foodservice-il@frontierenergy.com.

Claim Application & Processing

Incentive Claim Terms & Payment

Each Incentive Claim submitted or submitted on behalf of a Participant shall be subject to the terms and conditions outlined in the IL CFS Program Participation Agreement. Incentive Claims are accepted on a first-come, first-served basis until the Program Term ends or when allocated funds are exhausted. Applicants are assigned a first-come, first-served status according to the date and time their incentive claim is submitted through the Online Incentive Platform.

Application Submission

1. Log in to the claim portal at <https://ilinstantrebates.com/>
2. Click "Submit New Claim."
3. Select "Illinois Foodservice Equipment Rebates" on the claim form.
4. Enter all required information in the corresponding fields:
 - a. Installation Address, First and Last Name, Customer's email address (the person purchasing the equipment), and Entity (Business) Name as listed for the address.
 - i. The installation address on the claim must match the installation address on the invoice.
 - b. Sector Type of the business in which the equipment will be installed (Public or Private). See list of public sector entities in section below.
 - c. Restaurant Type of the business in which the equipment will be installed. See list of restaurant types in section below.
 - d. Building Type of the business in which the equipment will be installed. See table of building types in section below.
 - e. Estimated Install Date.
 - f. Agreement to participate in visual inspection if selected to verify installed equipment meets program terms and answer questions about how discounts influenced their purchase.

- g. Invoice number.
 - i. Claims must include the entire invoice number.
 - h. Invoice Date.
 - i. Claims must be submitted within 30 days of the invoice date.
 - i. Project Type, either “Replacement Equipment” or “New Construction/Major Renovation”.
 - j. Additional fields that may be required due to the equipment type include but are not limited to Exhaust Fan Horsepower, Conveyor Oven Deck Type, Fryer Vat Count, Booster Water Fuel Type, Building Water Heating Fuel Type, and IL FER Zip Code Eligibility (gas or electric or both).
5. Select the qualifying equipment using the material selector tool.
- a. Select the material by entering in the Product Type, Manufacturer Name, and Model Number.
 - b. OR, select the material by entering in the Source ID which can be found when searching for the equipment’s product type, manufacturer name, and model number under the Equipment section of the online application portal. If the material cannot be found on the material selector, participants can contact their outreach team member or email instantrebates-il@energy-solution.com
- Note: If the make & model are not listed on the most recent version of the *Qualified Products List*, documentation must be provided to verify minimum eligibility requirements are met for each piece of equipment submitted for a discount.
6. If the measure is DCKV, upload drawings of the system that clearly outlines the specifications and horsepower.
7. Upload the sales invoice. The sales invoice must include the following information:
- a. Installation Site Information: Address, City, State, and ZIP Code
 - b. Sale Information: Invoice Number and Invoice/Sales Date
 - c. Equipment Information: Brand, Model Number, and Quantity
 - d. Discount Line Item: Discount listed as a line item, one item per equipment brand and model, containing all the words: Illinois (or IL), Utility, and Discount (or Rebate, or Incentive)
8. Click "Submit".

Claim Processing

The claims process is shown in Figure 1. The claims processor (Energy Solutions) reviews claims within two (2) business days of participant submission. These claims are either (1) provisionally approved (pending a second review), (2) rejected, or (3) returned to the participant for revisions. For claims that require revisions, the claims processor will also contact program participants via email informing them of the necessary revisions.

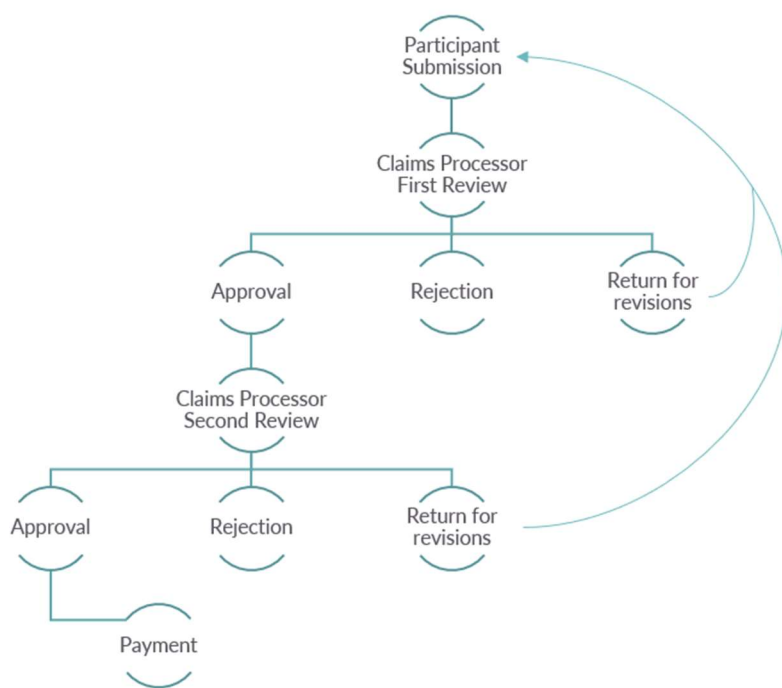


Figure 1. Claim Processing Flow Chart

Below are the various claim statuses:

- **Unsubmitted:** The claim record has been created but not submitted
- **Submitted:** The claim was submitted for review and is awaiting approval from the claim processor or awaiting revision from the applicant (participant)
- **Approved:** Payment for the claim was provisionally approved
- **ClosedPaid:** The claim was fully approved and paid
- **Rejected:** This claim was denied and will not be paid

Quality Assurance (QA), Quality Control (QC), and Compliance

Inspection of Completed Sales

The IL CFS Program Implementor selects specific discount applications for field or virtual inspection by following a random sampling protocol. The protocol samples completed sales using sampling rates primarily based on the participating Supplier.

Field inspections allow the IL CFS Program to confirm installation of the incentivized equipment at the designated installation location listed on the discount application and invoice. Following the field inspection, the IL CFS Program Implementor will produce a report and determine whether the project fully complies with all program requirements.

The IL CFS Program Implementor may select any completed project at any point in the future for field inspection based upon customer or site complaints, warranty-related issues, or a review

of the work done by a participant under status review or Program disciplinary action and for any other cause at the sole discretion of the IL CFS Program.

Program Contact Information

The Program is implemented by Frontier Energy. A website, hotline, and email inbox are available for equipment suppliers and other stakeholders to contact the program team.

- Website: www.IL-FoodserviceRebates.com
- Phone: 1-888-214-4014
- Email: foodservice-il@frontierenergy.com

Sector

Public sector entities are defined in the Future Energy Jobs Act (FEJA). Below is a list of public sector entities. Anything not on this list should be considered private sector, including state and federal government facilities.

- Units of Local Government
 - Counties
 - Municipalities
 - Cities
 - Villages
 - Incorporated Towns
 - Townships
 - Special Districts
 - Units, designated as units of local government by law, which exercise limited governmental powers or powers in respect to limited governmental subjects, but does not include school districts³
- Municipal Corporations⁴
- School Districts
- Public Housing
- Community College Districts

Restaurant Types

These restaurant types are provided to assist with application form selections. The types are pre-defined and are subject to change.⁵

- Fast Food Limited Menu

³ Special Units of Local Government are defined by various statutes. A reference guide to existing units can be found at <http://www.ilga.gov/commission/lru/SpecialDistricts.pdf>.

⁴ Includes, but is not limited to, municipalities, townships, counties, school districts, park districts, sanitary districts, and fire protection districts. (65 ILCS 5/1-1-5).

⁵ Values taken from Minnesota Technical Reference Manual, (Version 2.2, effective May 2, 2018), 'Electric Oven and Range' measure and are based upon "Project on Restaurant Energy Performance-End-Use Monitoring and Analysis", Appendixes I and II, Claar, et. al., May 1985.

- Fast Food Expanded Menu
- Pizza
- Full-Service Limited Menu
- Full-Service Expanded Menu
- Cafeteria

Building Types

These building type definitions are provided to assist with application form selections. The types are pre-defined and are subject to change.⁶

Building / Space Type	Definition
Agriculture – Turkey Hens	Agricultural space for turkey hens
Agriculture – Turkey Toms	Agricultural space for turkey toms
Agriculture – Turkey Breeder Hens	Agricultural space for breeding turkeys
Agriculture – Turkey Breeder Toms	Agricultural space for breeding turkeys
Agriculture – Dairy Long Day Lighting	Agricultural space for dairy production/processing
Assisted Living	Residential buildings of three or more units with staff to assist the occupants.
Auto Dealership	Used for the retail sale of new or used cars
Childcare / Pre - School	Pre-kindergarten childcare centers.
College	Higher education facility space. Listed buildings include administrative headquarters, residence halls, athletic and recreation facilities, laboratories, etc.
Convenience Store	Retailer of a limited selection of food and beverages.
Drug Store	Space for the retail sale of pharmaceuticals, toiletries, and limited food and beverage items.
Elementary School	Kindergarten through sixth-grade school.
Emergency Services	A building with offices, administrative space, and functional space Police/Fire/EMT style buildings.
Garage	Spaces detached or attached to the primary envelope that do not provide living space.

⁶ Building types list from IL TRM v12 Section 4.5.

Garage , 24/7 lighting	Spaces detached or attached to the primary envelope that do not provide living space.
Grocery	A retail outlet selling food and other household items.
Healthcare Clinic	An outpatient facility for medical, dental, and psychiatric care.
High School	School facility for 7th to 12th-grade students.
Hospital - CAV no econ	Medical and surgical hospitals (such as critical access hospitals and children's hospitals) are either standalone buildings or campuses. Healthcare Clinics should be used for spaces more accurately described as such.
Hospital - CAV econ	Medical and surgical hospitals (such as critical access hospitals and children's hospitals) are either standalone buildings or campuses. Healthcare Clinics should be used for spaces more accurately described as such.
Hospital - VAV econ	Medical and surgical hospitals (such as critical access hospitals and children's hospitals) are either standalone buildings or campuses. Healthcare Clinics should be used for spaces more accurately described as such.
Hospital - FCU	Medical and surgical hospitals (such as critical access hospitals and children's hospitals) are either standalone buildings or campuses. Healthcare Clinics should be used for spaces more accurately described as such.
Manufacturing Facility	Facilities dedicated to manufacturing.
MF – High Rise – Common	Buildings with five or more floors, including all public and multi-use spaces.
MF – Mid Rise – Common	Buildings with up to four floors, including public and multi-purpose spaces.
Hotel / Motel - Guest	In rooms/suites rented on an overnight basis, usually with a bath/shower and other facilities.
Hotel / Motel – Common	Location that provides rooms/suites to rent. Common locations are applicable to the shared space that is not specific to the guest
Movie Theater	Cinemas used for public or private screenings.
Office High Rise – CAV no econ	Buildings with ten floors or more that are used for office, professional, and administrative purposes.
Office High Rise – CAV econ	Buildings with ten floors or more that are used for office, professional, and administrative purposes.

Office High Rise – VAV econ	Buildings with ten floors or more that are used for office, professional, and administrative purposes.
Office – High Rise – FCU	Buildings with ten floors or more that are used for office, professional, and administrative purposes.
Office Low Rise	Buildings with fewer than four floors that are used for general office, professional, or administrative purposes.
Office Mid Rise	Generally used for office, professional, and administrative space in buildings of five to nine floors.
Religious Building	Buildings used for worship. Churches, temples, mosques, synagogues, meetinghouses, and other places of religious worship fall into this category.
Restaurant	Retail/Service space used for providing commercial food services to individual customers, including kitchens, dining rooms, and common areas.
Retail Department – Store	Space for retail sales of consumer products. Stores must be at least 30,000 square feet with an exterior entrance.
Retail - Strip Mall	Retail space used for consumer product sales. The store must have an exterior entrance of less than 30,000 square feet.
Warehouse	Materials, manufactured products, merchandise, and raw materials are stored in unrefrigerated or refrigerated buildings.
Unknown	Spaces that do not fit into any of the other categories should be designated as "Unknown".
Exterior dusk to dawn	Unconditioned spaces that are outside of the building envelope.
Exterior dusk to – business close	Unconditioned spaces that are outside of the building envelope.
Low-Use Small-Business	Business types with low (<3000) operating hours.
Uncooled Building	-
Refrigerated Cases	-
Freezer Cases	-